

February 4, 2000

MEMORANDUM
00-02

TO: District Directors

ATTN: District Construction Engineers
District Materials and Tests Engineers
Area Engineers

FROM: Timothy D. Bertram, Chief
Contracts and Construction Division

RE: Guideline for Transportation Enhancement Projects

Attached are the revised guidelines for district involvement in enhancement projects. As before, it is expected that the involvement of district construction should be minimal. The actual degree of involvement will be left up to the district construction engineer and area engineer involved.

If you have any comments with regard to these guidelines, please forward them on to this office at your earliest convenience.

TDB:pl

Attachment

cc: FHWA
Materials and Tests Division
ICI
CEI
Bruno Canzian

INDOT Process for Transportation Enhancement Projects

Construction Inspection/Administration Construction Acceptance

1) Construction Inspection/Administration

- Inspection will be by the sponsor or the sponsor's representative. (i.e. consultant)
- Verification will be by the district area engineer, with visits as required.
- A pre-construction conference will be held before the start of work.
- Problems that arise will be handled through the area engineer.
- Change orders will be required when plan changes or cost changes are incurred and will be handled as per the General Instructions to Field Employees (GIFE).
- Inspection may not be required full time. Inspectors will be on the project full time for major items or as directed by the area engineer.
- Daily, weekly, and monthly reports will be used as required by the area engineer. Daily, weekly, and monthly reports if required will be prepared as per GIFE. Daily reports need to be made out with enough information and often enough to be able to know when time extensions are justified.
- Progress estimates will be used as required by GIFE or the contract.

2) Construction Acceptance

- A final inspection will be made by: district area engineer
sponsor and/or representative
SHIPPO if necessary
- Material records will be kept. The acceptance of materials for all items will be by manufacturer's certifications, type C. No letter of certification is required.
- A final construction record will be prepared by the sponsor or sponsor's representative and shall be submitted to the district office for checking and approval through normal channels, for final payment.